

GIS TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the GIS Technician position exists is to provide computer aided mapping and data attribution of all parcels, streets, easements, and public utilities into the Geographical Information System. Work is performed under general supervision from the GIS Manager.

ESSENTIAL FUNCTIONS

Prepares civil and survey maps for subdivision, right of way, city public utilities utilizing computer aided drafting software.

Ensures complete data attribution of parcels, utilities and addresses on developed maps.

Prepares special project maps in a timely manner.

Ensures accuracy of alignment on maps and topology through computer software packages and processes.

Performs simple math calculations for map development.

Perceives and interprets customer needs and translates them into effective solutions and operational policy.

Attendance and punctuality are essential functions to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Research methods and techniques.

Design specification development.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

I.S. processes, regulations, codes, ordinances and terminology.

Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Education & Experience

Requires an associate degree in Civil Engineering or a closely related field and two years of CAD drafting experience. Experience interpreting engineer improvement plans, survey field notes, old

manual drawings, and “as built” plans is required. Experience with working with county assessor and recorder data is required

FLSA Status: Nonexempt

HR Ordinance Status: Classified